

# **Bylaws Of the Academy of PAs in Legal Medicine**

## **Article I: Name**

The name of this organization shall be the Academy of PAs in Legal Medicine herein referred to as APALM

## **Article II: Vision, Mission, Purpose**

The purpose of the APALM is **to provide a forum for discussion and education of its members in legal aspects of medicine.**

**Section 1:** APALM vision statement:

APALM is the authoritative and definitive representative of the PA profession within **Legal Medicine**

**Section 2:** APALM mission statement:

The MISSION of the Academy of PAs in Legal Medicine is to provide education on malpractice liability and risk management to AAPA members and the medical and legal community with an emphasis on the provision of safe medical care for all patients.

**Section 3:** Additional Objectives:

- 1) To serve as a conduit of information for PAs and other medical professionals who may be facing legal action;
- 2) To provide information and resources to PAs who are interested in becoming medico-legal consultants; and
- 3) To act as a resource and clearinghouse for attorneys and insurance companies seeking PA experts on the scope of practice and standard of care of physician assistants.

### **Article III: Membership**

The APALM shall be representative of physician assistants/associates (PAs), students, and other interested individuals within the healthcare field, who meet the specified Bylaws and requirements specified by the Board of Directors.

**Section 1:** Membership categories are (a) fellow, (b) sustaining, (c) student, (d) physician, (e) associate, (f) affiliate, (g) honorary members (h) judicial professionals.

All AAPA fellow members are eligible for membership in APALM.

**Section 2:** A Fellow member is a PA who is a current **Fellow** member of the AAPA.

**Section 3:** A Sustaining member is a PA eligible for fellow membership who has

chosen not to practice in the PA profession or to join the AAPA.

**Section 4:** A Student member is a person enrolled in a ARC-PA program or a provisionally accredited program recognized by the ARC-PA. Student members shall be entitled to the privilege of the floor but have no vote or hold any office except for their elected Student Representative. The Student Representative shall enjoy all rights and privileges including formal vote except in matters relating to AAPA.

**Section 5:** A Physician member is a U.S. licensed physician who wishes to associate with the organization. He or she shall have the privilege of the floor but shall not be entitled to vote or hold office.

**Section 6:** An Associate member is a person engaged in selling products or other services to PAs or an individual employed by a government agency who does not qualify for any other membership categories. Associate members shall be entitled to the privilege of the floor but shall not be entitled to vote or to hold office.

**Section 7:** An Affiliate member is a person who is ineligible for any of the above categories and wishes to associate with the organization and is approved by the Board of Directors. Affiliate members shall be entitled to the privilege of the floor but shall not be entitled to vote or to hold office.

**Section 8:** An Honorary member shall be a person who has rendered distinguished service to the PA profession and/or APALM. Such members shall be nominated by an active academy member, approved by the Board of Directors within one year, and approved by the general membership. They shall be entitled to the privilege of the floor but shall not be entitled to vote or hold office. They shall be exempt from paying dues.

**Section 9:** A judicial professional is an individual who is a legal professional who wishes to associate with the organization. He or she shall have the privilege of the floor but shall not be entitled to vote or hold office.

**Section 10:** All applications shall be approved or rejected by the organization's Board of Directors. No applicant shall be denied on the basis of gender, age, race, disability, creed, color, or national origin. No fellow member of AAPA shall be denied an application of membership unless such membership has been revoked for reason of an ethical or judicial nature. Appeals will be acted upon by the Board of Directors whose decision will be final.

**Section 11:** Annual fees, dues amounts, late fees, and assessments shall be established and approved by the Board of Directors for each class of membership. The Executive Committee may offer complimentary membership for financial or personal hardship on a case-by-case and yearly basis.

**Section 12:** AAPA members who belong to more than one constituent organization may vote on AAPA issues in only one constituent organization.

### **Article IV: Discipline**

**Section 1:** The APALM holds its members to the AAPA's Code of Ethics.

**Section 2:** Any member who is under sentence of suspension or expulsion shall not be entitled to any of the rights or benefits of the organization or be permitted to take part in any of the proceedings until he or she has been reinstated.

**Section 3:** Any member who has been censured, suspended, or expelled by the Board of Directors may appeal, in writing, such action within six months after notice is given, in writing, by the Board of Directors.

**Section 4:** A committee chair, not part of the executive board, shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of Fellow members who are not holding a chairmanship or board office. The committee chair shall

designate a time and place for the hearing of the appeal, and after giving the appellant and representatives reasonable opportunity to be heard, shall, by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the panel shall be final.

## **Article V: Meetings of Members**

**Section 1:** The annual meeting shall be held at a date, time, and place to be set by the Board of Directors and shall be held for the purpose of transacting such business as may properly come before said meeting.

**Section 2:** Notice of meetings shall be posted on the APALM website. The notice shall be posted no less than 15 days before the date of the meeting. Special meetings of the organization may be called by the President and/or by order of a majority of the Board of Directors.

**Section 3:** A special meeting of the organization may be requested by a majority of the fellow members. **Meetings and voting may be conducted electronically as the need arises.**

**Section 4:** Each fellow member and the Student Representative is entitled to one vote on meeting motions.

**Section 5:** 51 percent of the voting membership in attendance shall constitute a quorum.

## **Article VI: Board of Directors**

**Section 1:** The Board of Directors shall consist of President, President Elect, Vice President, Immediate Past President, Secretary, Treasurer, and Student Representative. Membership Director, CME Director, and 3 Directors at Large.

**Section 2:** Each board officer of the organization shall be a fellow member in good standing of the AAPA for the duration of their term.

**Section 3:** The Board of Directors shall control and manage the affairs of the organization.

**Section 4:** The Board of Directors shall hold meetings at such times and places as may be designated by the President, but in no event shall there be less than one such meeting in any calendar year. An absolute majority of the membership of the Board shall constitute a quorum for purposes of transacting business.

**Section 5:** The board officers shall have a two-year term of office. Any officer may resign at any time. Such resignation shall be in writing to the board and shall take effect at the time specified therein.

**Section 6:** In the event of vacancy the Board of Directors, at any meeting thereof, may appoint such additional officers with such title, authority, and duties as it may deem advisable until the following elections. The Board will set the amount of any compensation for additional officers or office personnel and will have the right to remove or replace any appointees at the Board's discretion.

**Section 7:** Any officer may be removed from office, for cause, at any time by the affirmative vote of a majority of the Board provided that the affected officer shall have been given written notice of the charges and offered an opportunity to appear and be heard on the matter before the Board of Directors takes final action.

**Section 8:** The officer may appeal such action, in writing, within six months after notice of removal is given and the board has taken action to remove the officer. The Board of Directors shall designate a time and place for the hearing of the appeal. After giving the officer and representatives reasonable opportunity to be heard, the Board of Directors shall, by a majority vote either sustain or reverse the removal of the officer. The decision of the Board of Directors shall be final.



## **Article VII: Election of the Board of Directors and AAPA Delegates**

**Section 1:** The Elections Committee shall establish rules and regulations governing the elections.

**Section 2:** The offices to be filled are the Board of Directors and AAPA Delegates.

**Section 3:** The President Elect shall automatically succeed the preceding President as President of the organization and the outgoing President shall remain as a voting member of the Board for 2 years as the Immediate Past President.

**Section 4:** Eligible voters include fellow members and the Student Representative.

**Section 5:** The election of officers and AAPA Delegates (if applicable) shall be conducted by at least 30 days prior to July 1. The election of officers may take place at the APALM annual meeting.

**Section 6:** The elected officers shall take office on July 1. Their term of office runs from July 1 to June 30, lasting months 24.

**Section 7:** The term of delegates to the AAPA House of Delegates shall begin July 15, with the exception of those delegates representing the Student Academy.

## **Article VIII: Duties of Officers**

**Section 1:** The President shall preside at all business meetings of the organization and of the Board of Directors. He or she shall make a full report of the year's activities at the annual meeting of the organization. He or she shall coordinate agendas for future meetings, preside at meetings and maintain order, and set up forums for discussion. He or she shall appoint all standing committees and designate their chairs, subject to the approval of the Board of Directors. He or she shall represent the organization in all needed venues or assign a designee.

**Section 2:** The Vice President shall assume the duties of the President during meetings in his or her absence. The VP will perform other duties as directed by the President and the Board of Directors. The Vice President will organize and conduct, with the assistance of the Secretary, all annual elections and be chair of the Elections Committee. He or she shall assist the Board of Directors and perform other duties as assigned by the President and Board of Directors.

**Section 3:** The President Elect, in the absence of both the President and Vice President, shall assume the duties of the President during meetings. In the case of the vacancy resignation or removal of the President, the President Elect shall immediately begin his or her term. The President-Elect shall serve as the Elections Officer. He or she shall perform other duties as assigned by the President and Board of Directors.

**Section 4:** The Immediate Past President shall attend Board meetings and shall perform such duties as may be delegated by the President. The Immediate Past President will serve as chair of the Corporate Sponsor and Leadership Development Committee. The Immediate Past President will act as an advisor to the President and the President-Elect. He or she shall perform other duties as assigned by the President and Board of Directors.

**Section 5:** The Secretary shall keep minutes of all meetings of the organization, be responsible for all organization communications, assist the Vice President on elections, notify all members of all meetings, and send applications for membership to all eligible physician assistants and students. He or she shall perform other duties as assigned by the President and Board of Directors.

**Section 6:** The Treasurer shall maintain accurate records of the financial status of the organization and is responsible for the collection of yearly dues from all members, depositing in the organization's account all money received by the organization and with the President's approval and co-signature if the amount is over \$1000, paying all bills approved by the organization, and recording all receipts of those payments. The Treasurer's records shall be audited upon leaving the office. The method of audit will be determined by the Board of Directors. He or she shall perform other duties as assigned by the President and Board of Directors..

**Section 7:** The Student Representative shall act as a liaison between the Board of Directors and all student members of the organization. The Student Representative shall assist in conducting affairs of the organization as designated by the President. He or she shall encourage student participation and involvement on all the organization's

committees, teams, and/or projects. He or she shall perform other duties as assigned by the President and Board of Directors.

**Section 8:** The Directors at Large (3) will act as liaisons between the Board of Directors and the general membership of the Society. They will assist with the general operation of the organization.

## **Article IX: Committees**

There shall be such committees as may be specified by the Board of Directors with such authority and responsibility as may be delegated by the Board of Directors or specified in the Bylaws. There shall be the following Standing Committees: a) Membership, b) Legislative, c) Elections, and d) CME.

**Section 1:** The members of each standing committee shall serve for a term of two years, commencing on July 1. All committee members shall be appointed by the President, with the majority approval of the Board of Directors, and shall be subject to removal by the President. Each committee shall be responsible to the President and the Board of Directors.

**Section 2:** Each standing committee shall be responsible for the performance of the duties and functions delegated to it by the Board of Directors or the President.

**Section 3:** Standing committees shall hold regular meetings and shall make quarterly written reports to the Board of Directors through the President.

**Section 4:** Special (ad hoc) committees may be appointed by the President with the concurrence of the Board for such special tasks as circumstances warrant.

## **Article X: Duties of the Standing Committees**

**Section 1:** The Membership Committee shall encourage and promote the increase of APALM membership by coordinating the recruitment, retention, and development of the organization's members. The Chairman of the Membership Committee will be designated the Membership Director. That individual will be a voting member of the Board of Directors.

**Section 2:** The Legislative Committee shall monitor current legislation and policies that have an effect on APALM and when necessary coordinate the proactive lobbying for improved quality and standards for PAs practicing in the scope of legal medicine and encourage the membership to take a role in the legislative process.

**Section 3:** The Elections Committee shall prepare a slate of candidates to fill positions on the Board of Directors and AAPA House of Delegates. The committee shall establish rules and regulations governing the elections. The committee shall conduct the elections in the manner discussed in Article VII, Section 5. The President-Elect shall be designated

the Elections Officer

**Section 4:** The Continuing Medical Education Committee (CME) shall coordinate the planning of CME conferences for APALM. The CME Committee shall be in charge of coordinating the notification of the membership of upcoming events and of actively pursuing other fund-raising avenues for holding conferences, such as encouraging local pharmaceutical companies to become sponsors and exhibitors. And develop a CME Speakers Bureau for use by other organizations for the CME Conferences. The Chairman of this committee will be designated the CME Director and will be a Voting Member of the Board of Directors.

## **Article XI: Finance**

**Section 1:** The fiscal year shall be determined by a resolution of the Board of Directors.

**Section 2:** The amount of annual dues, late fees, and assessments, as well as the manner of payment, shall be determined from time to time by the Board of Directors.

**Section 3:** Annual membership dues shall be payable by July 1st of each year. New members applying after December 1st may, at their request, pay one-half dues for the present year.

**Section 4:** Any member whose dues, late fees, or assessments are unpaid at the time of any meeting shall be ineligible to vote or hold office. The Board of Directors may establish procedures and policies with regard to nonpayment of dues, late fees, and

assessments as they become due.

## **Article XII: Parliamentary Authority**

**Section 1:** The current edition of Sturgis-Standard Code of Parliamentary Procedure shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

**Section 2:** This constituent organization is part of the parent organization AAPA. As such, the organization and its members are required to meet all provisions outlined in the AAPA's constitution, bylaws, and charter policy. This organization will not write or pass any bylaws and/or policies in conflict with AAPA bylaws and/or policies. This organization will uphold the principles, purposes, and philosophy for which AAPA was founded. If the organization is unable to uphold the principles and purposes, or passes conflicting bylaws and/or policies, it must work through AAPA to change the philosophy by altering the organization's constitution and bylaws.

## **Article XIII: Ethics and Judicial Affairs**

**Section 1:** The Board of Directors shall serve as the judicial body of the organization.

**Section 2:** The Board of Directors will create policy defining and implementing the organization's Code of Ethics. The organization will utilize AAPA policy 1301-01-01,

the Code of Ethics of the PA Profession.

## **Article XIV: Amendment of Bylaws**

**Section 1:** Minor edits to these bylaws may be made by the majority vote of the organization's Board of Directors.

**Section 2:** Major amendments to these bylaws may be made at any regular or special meeting of the membership by a majority vote of all voting members present or by proxy.

**Section 3:** Written notification shall be made to all membership at least three weeks prior to voting on any proposed amendments to the bylaws.

## **Article XV: Dissolution of the Organization**

**Section 1:** In the event of dissolution, the remaining monies will be disbursed in the following manner: As current AAPA Policy dictates.

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